



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
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LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 1738.1A

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03 AUG 1998

NAS LEMOORE INSTRUCTION 1738.1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ESTABLISHMENT AND ADMINISTRATION OF CHAPEL EMERGENCY
FOOD PANTRY PROGRAM

Ref: (a) OPNAVINST 1754.1A
(b) CINCPACFLTINST 1754.1

Encl: (1) Emergency Food Pantry Guidelines

1. Purpose. To establish a voluntary benevolent program at Naval Air Station Lemoore following the intent of references (a) and (b), and to publish instructions pertaining to its administration.

2. Cancellation. NASLEMINST 1738.1

3. Scope. Applies to all station departments, fleet units and tenant commands and their personnel.

4. Background. Active duty personnel and their authorized family members may require additional support due to special circumstances or when sponsors are off station due to mission requirements. In order to meet their needs, various organizations are authorized to support the families: Navy-Marine Corps Relief Society, American Red Cross, Family Service Center, and Station Chaplains. Most cases of financial and humanitarian need will be met by these organizations. Immediate requirements for food staples, especially after working hours, may be delayed until support by these helping agencies can be brought to bear on their situation. The program has been developed to meet these requirements by providing emergency benevolent assistance in the form of food staples on short notice. Point of contact is the Chaplain's Office.

5. Action

a. Command Chaplain

(1) Establish and maintain a food pantry at the Station Chapel.

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(2) Provide duty personnel on a 24-hour, seven day a week basis, to provide emergency food staples support for military families.

(3) Publicize the program throughout the Air Station.

(4) Maintain a program for the voluntary collection of food staples to resupply the food pantry.

b. Commanding Officers, Officer's In Charge, Department Heads, and Special Assistants.

(1) Publicize and support this voluntary program among Station Sailors, Marines and their families.

(2) Be cognizant of and refer families in need to the Chaplain's Office or other care agencies as appropriate.



L. D. CHILDRESS

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EMERGENCY FOOD PANTRY

Guidelines

1. Emergency food assistance is available to active duty military families on referral from any of the following:

- (a) NAS Lemoore Chaplain
- (b) Navy-Marine Corps Relief Society
- (c) American Red Cross
- (d) Family Service Center
- (e) Unit Commanding Officer/Executive Officer
- (f) Department Head/Division Officer/Leading Chief Petty Officer
- (g) Command Master Chief
- (h) Ombudsman

2. Requests for non-military family emergency food assistance may be considered by a Chaplain on a case-by-case basis.

3. The "Food Pantry Usage Record" will be completed by the person disbursing the food items. The amount of food items provided will vary based on the number of family members. A three day supply will be given unless the family requests a reduced amount.

4. The duty Religious Program Specialist (RP) will be available on a 24-hour a day basis to open the pantry. Normally, requests for pantry supplies will be distributed during normal business hours.

5. Recurring names on the usage records indicate that financial counseling may be helpful and those persons may be referred to their Command Financial Specialist or Navy-Marine Corps Relief Society for budget counseling.

6. The Food Pantry will be stocked with donated food products from various sources. Supplemental items may be purchased through the non-appropriated Religious Offering Fund (ROF) per existing ROF instructions. Check and cash donations are accepted at the Chaplain's Office. Checks shall be made payable to the Religious Offering Fund (ROF).

7. NAS Lemoore Food Pantry reserves the right to refuse food donations to those who are judged to be abusing the assistance program.